

JOB DESCRIPTION
Puyallup School District
PEA

OCCUPATIONAL THERAPIST

Purpose Statement:

The job of Occupational Therapist is done for the purpose/s of participating in the development, implementation, and coordination of an occupational therapy program to provide screening, evaluation, and treatment of exceptional students. The employee must select, from a wide range of activities, the program activity appropriate for each student.

Essential Functions:

- Evaluates students' abilities through a variety of functional and behavioral assessments and collection of information.
- Provides direct therapy through various activities to develop and maintain living skills.
- Participates in IEP meetings.
- Designs and constructs or modifies special equipment to meet individual needs.
- Instructs and monitors educational personnel, community agencies and parents in the program to increase strength and dexterity of exceptional students.
- Coordinates the development and evaluation of a school-wide occupational therapy program.
- Project budget needs
- Documents needs for equipment and materials.
- Maintains clinical and administrative records in accordance with State guidelines and school policy.
- Participates in identified professional development activities to enhance professional skills and knowledge.
- Attends meetings as required by the department and related service organizations.
- Maintains regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite.
- Performs the physical requirements of the position, work within the established working conditions of the position.
- Performs other job functions as assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

- Thorough knowledge of the theory, principal and methods of occupational therapy.
- Working knowledge of normal child development
- Working knowledge of general management practice
- Skills in adapting or designing equipment for individual needs.
- Skill in administering treatment.
- Ability to select and administer appropriate assessment and treatment activities.

- Ability to plan, implement, administer, and coordinate a physical therapy program.
- Ability to plan, coordinate and conduct on the job training and continuing education for a variety of individuals.
- Ability to plan, organize and develop sustainable systems and programs.
- Understanding of operational planning, district department integration and collaboration
- Ability to organize tasks, set priorities and meet deadlines, and manage multiple tasks.
- Demonstrated knowledge and skills necessary to interpret educational data for intervention planning purposes.
- Skills in collaboration and consultation
- Exhibits a strong and positive attitude with the belief that each student can be taught and has the right and capacity to achieve personal social-emotional and academic excellence.
- Demonstrated cultural sensitivity with the ability to work with diverse and at-risk or marginalized populations effectively and collaboratively.
- Skills in interpreting and applying state and federal statutes, codes and rules and regulations.
- Familiarity with school and state graduation requirements

Education and Experience:

Graduation from a 4-year accredited program of occupational therapy and two years of experience or a master's degree in occupational therapy

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 15% walking, and 35% standing. This job is performed in a generally clean and healthy environment.

Licenses/Special Requirements:

Criminal Justice fingerprint clearance, Washington State ESA certificate with Occupational Therapist Endorsement